



Annual Report

2017 – 2018

INCREDIBLE EDIBLE BROOME

Broome Community House
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Broome, WA 6725

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WHO WE ARE

Incredible Edible Broome is a grassroots, 100% volunteer-led community, group.

VISION

To create a vibrant Broome food community where people are empowered to access, produce, and celebrate local foods through culturally diverse and shared experiences.

MISSION

To increase the production of and access to locally grown food by;

- invigorating public and private spaces with edible gardens
- providing a platform for sharing local knowledge and skills
- encouraging local residents businesses and the tourism industry to support locally grown food

VALUES

Action oriented – we are responsive to community aspirations/needs and believe that ‘actions speak louder than words’ and also that ‘many hands make light work’

Creativity – we deliver creative and innovative projects/activities/events

Inclusivity – the activities of the organization are cross cultural, family friendly and intergenerational

Community benefit – we are driven to deliver positive outcomes for the whole community

Environmentally considerate – we seek to minimise the impact of our activities on the local and global environment

Financially sustainable – we strive to ensure that we are solvent and can generate sufficient annual income to deliver core business

OBJECTIVES

Community engagement and participation through activities and events

Sharing knowledge

Building community capacity

Fostering community partnerships

Increasing community access to affordable and local food

ASSOCIATION INFORMATION

Incorporated Name: Incredible Edible Broome Incorporated

Incorporation Date: 26.06.2015

Incorporation Number: A1019110K

Registered Business Name: Incredible Edible Broome Incorporated

Registration Date: 26.06.2015

Trading Name: Incredible Edible Broome

Acronym: IEB

ACCOUNTABILITIES

Western Australian Department of Mines Industry, Regulation and Commerce (formerly the Department of Commerce)

- Incorporation
- Financial Reporting
- Fundraising License

Australian Charities and Not for Profit Commission

- Registration as a Not-For-Profit

Shire of Broome

- Events
- Food Hygiene

ASSOCIATION MEMBERSHIP

Membership types/fees/benefits:

- Seed (single person) \$15 – added to mailing list for newsletter other communications
- Pod (couple/family) \$25 – added to mailing list for newsletter other communications
- Full Bloom (single/couple/family) \$50 – added to mailing list for newsletter other communications and free trailer hire

Total number of Members for this reporting period (01/07/2017 – 30/06/2018):

- Seed: 27
- Pod: 14
- Full Bloom: 24
- TOTAL: 65

Current number of Members (01/07/2018 – 13/09/2018):

- Seed: 16
- Pod: 8
- Full Bloom: 8
- TOTAL: 32

CURRENT MANAGEMENT COMMITTEE MEMBERS

Role:	Name:	Start Date:	Term:	End Date:	Status at AGM:
Acting Chairperson	Ayesha Moss	23/08/2018	Until AGM 2018	Current	Re-nominating
Acting Secretary	Melania Cleland	23/08/2018	Until AGM 2018	Current	Re-nominating
Treasurer	Jenni Lowe	28/10/2017	1 year (no maximum)	Current	Re-nominating
Member	Sam Bayley	28/10/2017	1 year (no maximum)	Current	Re-nominating
Member	Monique Ellis	28/10/2017	1 year (no maximum)	Current	Re-nominating
Member	Melanie Howard	28/10/2017	1 year (no maximum)	Current	Standing down
Member	Andy Fowler	28/10/2017	1 year (no maximum)	Current	Standing down
Member	Terry Wooltorton	28/10/2017	1 year (no maximum)	Current	Re-nominating
Member	Vacant	N/A	1 year (no maximum)	N/A	N/A

PREVIOUS MANAGEMENT COMMITTEE MEMBERS

Role:	Name:	Start Date:	Maximum Term:	End Date:	Status:
Chairperson	Cassandra Douglas-Hill	28/10/2017	1 year (no maximum)	23/08/2018	Resigned
Secretary	Ayesha Moss	30/10/2016	1 year (no maximum)	23/08/2018	Changed role
Member	Melania Cleland	28/10/2017	1 year (no maximum)	23/08/2018	Changed role

MANAGEMENT COMMITTEE OBJECTIVES

Throughout 2017 – 2018 the Management Committee focused on a range of objectives including;

- Delivery of core business: projects, events and activities
- Improving governance structures and processes
- Increasing uptake of financial membership of the Association
- Ensuring financial sustainability
- Increasing participation of members and non-members in the activities of the Association
- Attracting members onto the Management Committee
- Website design and Social Media management

ACTIVITIES OF THE ASSOCIATION

KEY ACHIEVEMENTS

- Project descriptions, including volunteer position descriptions created. Active volunteer recruitment commenced through Community Survey and Broome Volunteer Resource Service
- Piloted a house concert event “Grooves in the Garden” – featuring Charlie Mc Gee and Damon Pyke and local soup sourdough and cake
- Commissioned Xero - a financial management/accounting system and completed a rigorous review of the Accounts of the Committee across three Financial Years
- Monthly shares moved to a new space at Broome CIRCLE and now align with the delivery of Broome Food Co-op
- Delivered another successful Broome Harvest event
- Significant progress made towards the development of a website
- Streamlined social media processes
- Featured in Peppermint magazine’s Broome special (September 2017)

PROJECTS

2017 – 2018 saw the delivery of a range of core (ongoing) projects including;

- Fresh Food Share – provides backyard growers with an opportunity to share their excess produce, seeds/seedings and gardening knowledge
- Doco/Film Nights – sharing video content on food security, food waste and environmental issues, hosting guest speakers and sharing meals
- Seed Exchange – sharing excess seeds with the community via a seed exchange box at the library and Fresh Food Share
- Garden Tours – bike tours which take in a number of local edible gardens (public and private)
- Tipper trailer hire – facilitating access to the tipper trailer for Members of the Association
- Broome Gardening Co-Op Garden Blitzes – supporting groups of individuals to do garden blitzes at each other’s homes/workplaces in exchange for a blitz at their home/workplace
- Community Survey – annual survey of local growers
- Wicked Wicking Bed & Edible Lanes Project – 15 mobile planter boxes were constructed and supplied to retailers in China Town as part of the China Town Revitalisation Strategy (This project was funded by the Shire of Broome)

PROJECTS (CONTINUED)

In addition a series of one-off projects were also initiated and/or completed;

- Funding sought for new Edible Verge Conversion project

Some of the projects that continue to be on the Committee's radar, but were unable to be progressed during the year were;

- Edible Broome Maps
- Food Trail
- 'Local dish of the day' blackboards for food businesses

EVENTS

July 2017

- Edible CIRCLE Fresh Food Share 1st July – This event is held on the first Saturday of every month at Broome CIRCLE. It provides backyard growers with an opportunity to share their excess produce, seeds/seedlings and gardening knowledge. This month's theme was 'Let's Go Coconuts' – with a demonstration from members Damon Pyke and Michelle Walker on how to flesh out your own local coconuts and make a simple, but delicious, coconut sambal dish to go with it
- Broome Gardening Coop Workshop 23rd July – Making Raised Beds
- Wicked Wicking Bed Working Bee 27th and 28th July

August 2017

- Edible CIRCLE Fresh Food Share at Broome CIRCLE 5th of August – This month's theme was 'Rosella'
- Wicked Wicking Bed Working Bee 13th August

September 2017

- Edible CIRCLE Fresh Food Share at Broome CIRCLE 2nd of September – This month's theme was 'Cooking up a storm with local produce'

October 2017

- Edible CIRCLE Fresh Food Share at Broome CIRCLE 7th of October – This month's theme was 'Recipe Sharing'
- Broome Harvest 1st of October – This annual event is held at Matsos' Broome Brewery. It is an opportunity to showcase the variety of fresh produce and artisan made products from Broome and surrounding communities. In addition, it is an opportunity for local growers, producers and suppliers to meet with hospitality industry professionals
- Doco Night 7th of October – showing of the movie 'Tomorrow' Tanami Park in Broome North
- AGM at Broome CIRCLE 28th October

November 2017

- Edible CIRCLE Fresh Food Share at Broome CIRCLE 4th of November – This month's theme was 'Preparing for the Wet' with Jason Fowler

December 2017

- Edible CIRCLE Fresh Food Share at Broome CIRCLE 2nd of December – This month's theme was 'Seed Saving'

January 2018

- No events were held as we all took some time off to spend with friends and loved ones

February 2018

- Edible CIRCLE Fresh Food Share at Broome CIRCLE 3rd of February – This month's theme was 'Cooking with Lemongrass' with Geoffrey Moss
- Waranyjarri (Broome North) Community Garden Project – This month's activity was a 'Garden Blitz: Weeding and planting'
- Edible Broome Garden Tour 11th February

March 2018

- Edible CIRCLE Fresh Food Share at Broome CIRCLE 3rd of March – This month's theme was 'Sweet Potatoes and more' with Monique Ellis
- Waranyjarri (Broome North) Community Garden Project – This month's activity was a 'Garden Blitz: Weeding and mulching'

EVENTS (CONTINUED)

April 2018

- Edible CIRCLE Fresh Food Share at Broome CIRCLE April 7th – This month's theme was 'From Root to Fruit' with Vanessa Mills
- Broome CIRCLE Open Day IEB Information stall and Fresh Food Share 28th April
- Waranyjarri (Broome North) Community Garden Project 21st of April – This month's activity was a 'Working Bee: Prepare for the growing season'

May 2018

- Edible CIRCLE Fresh Food Share at Broome CIRCLE 5th of May – this month's theme was 'Things to make with Greens from your Garden'
- Waranyjarri (Broome North) Community Garden Project 19th May – This month's activity was a Workshop: 'Tool Sharpening'
- Doco Night & Shared Dinner 10th May: Tiny – A Film about Living Small

June 2018

- Edible CIRCLE Fresh Food Share at Broome CIRCLE 2nd June – This month's theme was 'DIY herbal teas using local ingredients' with Robyn Wells and Melania Cleland
- Garden Blitz 9th June: Montessori Day Care Centre
- Waranyjarri (Broome North) Community Garden Project 16th June – This month's activity was a 'Working Bee & Locavore Lunch'
- Grooves in the Garden 17th June – Family-friendly house concert with Charlie Magee from Formidable Vegetable Sound System featuring Damon Pyke

Some of the events that continue to be on the Committee's radar, but were unable to be progressed as hoped during the year were;

- Shinju Fringe
- Market stall

PARTNERSHIPS

Incredible Edible Broome is fortunate to collaborate with a diverse range of partners, including;

- Shire of Broome
- Broome CIRCLE
- LandCorp and Place Partners
- Broome North Primary School
- Shinju Matsuri
- Matsos' Broome Brewery
- Notre Dame University – Nulungu Research Centre
- Environs Kimberley
- Broome Community Recovery Centre
- Roebuck Bay Working Group

CHAIRPERSON'S REPORT

Prepared by Acting Chairperson: Ayesha Moss

Incredible Edible Broome (IEB) started in 2013 and we are now in our fifth year of operation. We started very informally and it wasn't until 2015 that we took the decision to incorporate. The 2017 – 2018 Financial Year is our third as an Incorporated Association.

We have grown in many ways since our inception and this past year has been no exception. You'll see from the Annual Report that this past year we have continued to deliver a wide range of projects, events and activities. From fun new events such as the 'Grooves in the Garden' house concert to monthly shares, from community garden working bees to garden tours, there has been no shortage of things to keep members (and the community) busy.

To focus our energy and help plan our activities we developed a Statement of Purpose back in 2014. In 2015 we reviewed this document and developed our first Strategic Plan. We feel strongly that there is always room for improvement, so we review the plan on an annual basis to see how we are tracking. We look at the projects, events and other activities we have on the cards and how these fit with our overall vision, mission and values. Our next review of the Strategic Plan is scheduled for November 2018, so keep your eyes peeled for updates.

Over the past five years, it has become clear to us that our regular and committed Members are one of the most valuable resources we have. Seeing your faces at our events and other activities reminds us why we do what we do. When new members join it shows us that we're building our family, community and networks. We always welcome feedback and would like to encourage participation from Members and others who have great ideas and projects that match our ethos. There are lots of ways to connect with us, so don't be afraid to get in touch.

Now for the thank you's...I'd like to thank everyone who has helped us over the last year. I've thought several times about trying to add up the hours you have collectively put in, but I think it would take me several more hours to do so! Your time and passion are invaluable. Without you, we wouldn't have legs to stand on.

To begin I would like to say thank you to our Management Committee Members: for your advice, direction, participation, organising, posting, delicious cooking and for contributing your two cents when needed!

Thanks to the organisers of Grooves in the Garden: the cooks, decorators, hosts, door people, backstage music equipment and, of course the performers themselves.

Thanks to those of you who helped deliver Broome Harvest in 2017 and 2018: firstly, to all the people who donated produce and who cooked/made the dishes. To all the tireless workers on the day, making up salads, serving, restocking the plates, washing dishes, cleaning up and manning the door. To Matsos' and Sobrane for hosting our event, to Shamrock Gardens and Xylem Horticulture for the wonderful produce, to the Wonderbag women for the delicious meals and a great display of their products. And last, but not least, to everyone who helped in the planning and problem solving along the way.

Thanks to those of you who supported our monthly Fresh Food Shares: to everyone who has run a demonstration: To everyone who helps set up and clean up. To everyone who comes to share their produce, their knowledge and their company!

To those of you who have helped with the Garden Tours: to those who have kindly opened their gardens to the hordes to share their successes and challenges. To the participants who ride their bikes in the heat.

To Rachael Thompson, the Accountant who supported us to review our finances and to produce the Accounts of Committee. We are SO VERY grateful to you for supplying your considerable talents at such a heavily discounted rate and your generous donation of additional time in supporting our Treasurer in the coming Financial Year.

To Broome CIRCLE: for hosting our Fresh Food Shares, our AGM and other events. You were part of the reason we came to exist and we cannot thank you enough for your ongoing support over the years.

Lastly, I'd like to say a big thank you to our outgoing Chairperson, Cassandra Douglas-Hill, who came on for the 2017/2018 year. Cass led us in delivering a new approach to project management by encouraging us to revise our project descriptions to clearly show people what we're doing and how. She also introduced an Action Plan for Management Committee Meetings to help ensure we didn't miss anything. She helped us to review our communication processes and also to streamline our Social Media. Cass oversaw our progress towards developing a website to better promote the Association and our activities. She also supported us to identify projects that require additional resources and also to rally for more volunteer involvement. As her final act, Cass led the working group who delivered the 2018 Broome Harvest event. She negotiated last minute hurdles and ensured that there was lots of delicious food on the table throughout the event. We thank Cass for her guidance and support over the last year and wish her every success with her other commitments and exciting projects.

In looking to the future, I feel certain that 2019 will see us continuing to do good things to increase access to locally grown food. We look forward to seeing you on our journey to a vibrant Broome food community!

Ayesha Moss

TREASURER'S REPORT

Prepared by Treasurer: Jenni Lowe

The 2017 – 2018 Financial Year saw the Association take significant steps towards improving its governance processes, as they relate to Financial Management.

As noted above, we commissioned the services of Accountant, Rachael Thompson, who reviewed the Accounts of Committee for the 2015 – 2016, 2016 – 2017 and 2017 – 2018 Financial Year. She supported me to set up and input the Association's income and expenses into our newly commissioned Accounting Package, Xero.

Rachael also supported me to draft the 2018 - 2019 budgets for the Association using the previous 3 years as a benchmark, ensuring the figures are robust. Project budgets were also re-drafted. The budgets will be tabled for review/ratification by the Management Committee in November 2018. In future the budgets will commence preparation in a more timely manner and will be ratified prior to the commencement of the new Financial Year.

To support the maintenance of sound financial management processes going forward I have drafted a Financial Management Procedure, which will be tabled for review/ratification by the Management Committee in November 2018.

In the coming year the Management Committee will also seek to engage a volunteer Book Keeper to undertake monthly reconciliations into Xero, with support from the Treasurer. This will help the Association to maintain up-to-date records in Xero.

The following dot points are a summary of details relevant to the finances of the Association and are provided in addition to the Accounts of Committee, which are otherwise comprised of the Statement of Financial Performance (Balance Sheet) and the Statement of Financial Position (Profit and Loss).

We have cause to be proud of the improvements we have made and I am now in a position to assure Members of the Association's solvency. The challenge for the 2018 – 2019 Financial Year will be to generate sufficient untied income to cover our costs, whilst building our reserves to a modest level.

Jenni Lowe
Treasurer

Membership Fees:

- Seed: \$15 (individual)
- Pod: \$25 (family with two adults)
- Full Bloom: \$50 (individual/family)

Fee Schedule:

- Fee-for-Service: Negotiated dependent on project
- Admin Fee: 5% of project value (dependent on grant guidelines)
- Management Fee: 10% of project value (dependent on grant guidelines)
- Trailer Hire: \$10 half day and \$20 full day (for Members who are not Full Bloom)

Association Income was drawn from the following sources in the 2017 – 2018 Financial Year

- Management Fees
- Membership Fees
- Tipper Trailer Fees
- Sale of Merchandise
- Sales of Tickets to fundraising events
- Donations

Grant Agreements received in the 2017 – 2018 Financial Year

- None

Bank Accounts

- Community Solutions (Association Funds – Operational)
- Community Solutions Cash Reserve (Grant Funds – Operational)
- Community Solutions (Grant Funds – Operational)

TREASURER'S REPORT (CONTINUED)

Accounting Package

- Commissioned Xero on a monthly subscription basis

Standard Chart of Accounts

- Uploaded to Xero by Accountant/Bookkeeper

Association Budget

- 2017 – 2018 budget reviewed by Accountant/Bookkeeper, but not ratified by Management Committee
- 2018 – 2019 draft prepared for review/ratification by Management Committee in November 2018

Grant/Project Budgets

- 2017 – 2018 budgets reviewed by Accountant/Bookkeeper, but not ratified by Management Committee
- 2018 – 2019 draft prepared for review/ratification by Management Committee in November 2018

Financial Management Procedure

- Draft prepared for review/ratification by Management Committee in November 2018

Contracts

- LandCorp Warranyjarri (Broome North) Community Garden Contract (end date 31/12/2018)

Leases

- None

Assets valued at (\$1,000 - \$4,999)

- Tool trailer

Assets valued at (>\$5,000 - \$9,999)

- Tipper trailer

Assets valued at (>\$10,000)

- None

Asset Depreciation

- The depreciation of the Tool Trailer and Tipper Trailer has been incorporated into the Accounts of Committee, in line with standard Accounting Practice

Payment at Point of Sale Facility

- Consideration still needs to be given to the purchase of a mobile payment application in order to process payments (such as membership fees) at point of sale

Insurance

- Motor Vehicle Insurance – reduced rate of cover for the tipper trailer, noting that it is no longer covered for theft. The tool trailer remains remain comprehensively covered on the understanding that the Committee take steps to ensure it is used more fully to justify the expense
- Volunteer Insurance – retained at the same level as the previous Financial Year
- Public Liability Insurance- retained at the same level as the previous Financial Year
- General Insurance – cover against theft of property (tools) and also against theft of money has been retained at the same level as the previous Financial Year

Ordinary Resolutions to be put to Members at the AGM:

1. The Treasurer moves that it be noted that the Management Committee appointed an Accountant to review the Accounts of Committee for the 2015 – 2016, 2016 – 2017 & 2017 – 2018 Financial Years and that this work was completed, however no Special General Meeting was held.
2. Based on Budget projections the Treasurer moves that the Association takes steps to ensure that it generates untied income of at least \$7,000 to cover anticipated costs such as;
 - trailer registration/maintenance/repairs
 - insurances
 - website development
 - financial management expenses
 - fundraising expenses
 - telephone expenses
 - stationery.
3. The Treasurer moves that the Association seeks to build its reserve to \$7,000 by the end of 2019 financial year, in order to ensure solvency.

TREASURER'S REPORT (CONTINUED)

4. The Treasurer moves that the Association seeks to appoint an Accountant/Bookkeeper to review and format the Accounts of Committee for the 2018 – 2019 Financial Year.
5. The Treasurer moves that, once correctly prepared a detailed Budget be presented to the next (or subsequent) Management Committee meeting for review/ratification.
6. The Treasurer moves that the Accounts of Committee for the 2017 -2018 Financial Year, as presented in this Annual Report, are approved by the Members present.

ACCOUNTS OF THE COMMITTEE

See separate document.